

PEABODY INSTITUTE LIBRARY  
BOARD OF TRUSTEES

Minutes of Meeting  
April 1, 2019

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The meeting was called to order by President Stephanie Najjar at 7:00pm. President Najjar noted the meeting was being recorded by Recording Secretary Allison Lytle.

As there was a quorum present, the roll call was taken:

**Present**

Anne Quinn  
Stephanie Najjar  
Dianne Caputo  
Wes Merrill  
Jean Ahearn  
Thomas Pappas  
Frances Bisazza-Gallugi

**Absent**

Sandra Fecteau  
Richard Shruhan  
Kate O'Brien  
Don McAllister

President Najjar reported Trustee Don McAllister recently had surgery so he was unable to attend the meeting that evening. President Najjar reported she had spoken with Trustee McAllister and he was doing well. President Najjar stated she also heard from Trustee Kate O'Brien that she was unable to attend the meeting that evening.

**Approval of the minutes from the previous meeting**

A **MOTION** was made by Wes Merrill to approve the minutes of the March 4, 2019 meeting as presented. The motion was seconded by Frances Bisazza-Gallugi. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

**Receipt of Communications**

President Najjar stated there was no communication on which to report.

**Director's Report**

Director Melissa Robinson presented the following report and provided the Trustees in attendance with written copies for their information.

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**Director's Report to the Board of Library Trustees**  
**April 2019**

**Staffing**

I have no retirements or resignations to report this evening.

Laurie Bayramain began work as a library aide at the Public Service Desk on March 19<sup>th</sup>. Her training is going very well.

I received clearance today from the City to proceed with filling the pending vacancies for Assistant Library Director and West Branch Children's Librarian. Both job descriptions need to be updated and then can be posted. I have met with Trustee President Stephanie Najjar briefly to discuss the hiring process for the Assistant Director.

Sunday Reference Librarian Unelia Videira's first day of parental leave was Sunday, March 17<sup>th</sup>. She is scheduled to return in September. Senior Children's Librarian Alysa Hayden's first day of parental leave was Saturday, March 30<sup>th</sup>. She is scheduled to return in August.

**Security**

At the recommendation of several other public libraries have I asked Technology Coordinator Yunan Guo to install the "Little Green Button" on all staff computers at the Main Library. This is a low-cost service that provides a button for staff to press to alert other staff in the building that they need assistance. At just over \$200 a year for 50 computers, this is a simple way to provide some additional security for staff. We will implement this first at the Main Library and if it goes well, at the branches at a later date.

**Building & Grounds**

The Elevator: City Elevator reported that the oil sample they collected in December from the library was lost during shipment to their oil testing company. It is unclear to us why it took so long for them to discover it was missing, but they have taken a new sample and sent it to a different testing company. In the meantime, we have had some additional performance issues with the elevator, which led the Director of Facilities to recommend that we move forward with the needed repairs first and discover the cause for the oil degeneration later. As such, I authorized City Elevator to fully replace the oil, install a fan in the vent and replace the leaking piston packing. The work is scheduled for next Monday, April 8<sup>th</sup>. These repairs will be paid for out of the capital improvement budget.

**Budget**

Due to a death in our bookkeeper's family, I do not have an updated budget for you this evening. I should have one tomorrow morning and will send it via e-mail as soon as possible. There are no new budgetary concerns since last month.

On Thursday, March 21<sup>st</sup>, the City Council approved two capital requests for the library. They approved \$250,000 for the repair and replacement of the Main Library roof and \$25,000 for a new library van.

### Policy

I am requesting this evening that the Board approve small changes to the Homebound Delivery policy. When it became clear that mail-a-book would not be a viable solution for us to deliver books to homebound patrons, Public Services Librarian Sharon Janus agreed to be responsible for this service, but the existing policy is over fifteen years old and needs to be updated in terms of both staff contacts, procedures and some safety guidelines. I have copies of the proposed policy available for review. Policy Committee chairperson Jean Ahearn has reviewed and weighed in on these changes.

### Program and Activities

On Saturday, April 6<sup>th</sup>, the Main Library and West and South Branch will debut the “PeaPod,” a community seed exchange. Senior Public Services Librarian Cate Merlin has worked closely with Trustee Frances Bisazza-Gallugi and the Peabody Garden Club to coordinate this seed exchange at the three library locations and has secured hundreds of seed packets donation from seed companies. For more details on this new service, I have a brochure for your information.

### Audubon

On March 22<sup>nd</sup>, TKM Studios returned *Birds of America* prints #272-291 to the library. The conservation work is quite impressive. The total cost to conserve these 20 prints was \$20,850. \$11,000 of that came from State Aide to Public Libraries and \$4,925 was paid from the Sawtisky Fund. I will be requesting that the Foundation pay the final \$4,925 at their April meeting. On the same day, TKM Studios took prints #292-311 for conservation. Two of these prints will need minor treatment, 12 will need moderate treatment, 1 requires major treatment and 5 require extensive treatment. The cost for this next round of conservation will be \$21,750.

### Other

Three quick reminders for the Board: Tuesday, April 9<sup>th</sup> from 5:30-7:30, City Hall is the training with the Attorney General’s office on Massachusetts Open Meeting Laws. The Mayor is hosting a light supper at City Hall before the training for all members of the City’s Boards and Commissions.

All City employees and elected officials need to complete conflict of interest training. Once it is complete, please send me the signed acknowledgement and certificate of completion that I can forward to the City Clerk. All of these must be completed by June 5, 2019.

The West Branch Library is hosting an open house to say good-bye to Children’s Librarian Dale Sampson tomorrow, April 2<sup>nd</sup> from 3-6pm. Any Trustees who would like to wish Dale the best are welcome to attend.

Trustee Anne Quinn inquired as to whether or not there had been any additional discussions about possible lawsuits regarding the ongoing elevator issues given the latest information that came to light. Director Robinson stated they needed to get the results of the oil testing back first in order to determine which elevator company was potentially culpable.

In response to a question from the Board, Director Robinson stated that once the capital funds for the roof repair and replacement were available, they would reach out to roofing contractors who can handle slate roofs to solicit bids for the project. They would probably not know the estimated costs of the job until they got up on the roof and determined what slate they could salvage and use and how much would need to be replaced. Director Robinson stated she anticipated that \$250,000 might not cover the entire cost of the project but they could seek additional sources of funding should that be the case.

Trustee Frances Bisazza-Gallugi provided additional information on the new seed exchange program discussed by Director Robinson. Trustee Bisazza-Gallugi reported there were plenty of seeds available to get the program started. They had herbs A-Z, flowers A-Z and vegetables. Trustee Bisazza-Gallugi reported that all of the seeds were donated by seed catalogues that year to get the program started but they hoped it would be self-sustaining in future years.

A **MOTION** was made by Anne Quinn to accept the Director's Report as presented. The motion was seconded by Jean Ahearn. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

### **Reports of the Committees**

**BUILDINGS & GROUNDS:** Committee Chair Wes Merrill stated there was nothing to report in addition to the report provided by the Library Director.

**AUDUBON PRINTS:** As Committee Chair Richard Shruhan was not present, there was no report in addition to the report provided by the Library Director.

**PERSONNEL:** As Committee Chair Don McAllister was not present, President Najjar provided a report from the Committee.

President Najjar reported she had formed a hiring committee for the Assistant Library Director position which would be vacated in May when Gerri Guyote retired. President Najjar explained that the Trustees, along with the Library Director, were responsible for the hiring for that position. President Najjar reported that she formed a small committee which included herself, Dianne Caputo, Don McAllister and Frances Bisazza-Gallugi to begin the screening process for the position. Library Director Melissa Robinson would be posting the position shortly and it had to be posted for a minimum of seven days. Subsequent to that period, the committee would review the resumes with Director Robinson and narrow down the candidates. The hiring committee would then prescreen the candidates with preliminary interviews.

President Najjar reported the goal would be to narrow the candidates down to two if possible, who would then interview with the entire Board of Trustees. President Najjar reminded the Board that the process was similar to when they hired for the Library Director position. The bylaws dictated that the Board and the Library Director jointly made the decision on the hire. President Najjar stated that should anyone have any questions they could reach out to Director Robinson or herself.

**POLICY AND PROCEDURES:** Committee Chair Jean Ahearn asked the Trustees to review the Home Delivery Policy that was discussed during the Director's Report. Trustee Ahearn stated they would like to vote on it at the May meeting.

**LIAISON TO THE PEABODY HISTORICAL SOCIETY:** Liaison Thomas Pappas reported he recently spoke with Historical Society President Dick St. Pierre about upcoming events and initiatives. Trustee Pappas reported the Historical Society would be hosting a lecture on Benjamin Franklin on April 14<sup>th</sup> at 2pm at the Felton-Smith Historic Site presented by Dick St. Pierre.

The Historical Society would also undertake major renovations to the General Gideon Foster House beginning in June.

Trustee Pappas reported the Historical Society was also working on putting together a library on family history, Peabody history, older homes in the area and such. They would make the collections available online as well. They hoped to have that museum open by Thanksgiving.

**LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY:** Liaison Dianne Caputo reported the last meeting of the Friends was held on March 6<sup>th</sup> and provided the following update –

- The mailing for the flower sale would go out in March. Delivery was on May 11<sup>th</sup> the Main Branch.
- They received one application for the library page scholarship. It was a \$250 scholarship.
- The current balance was \$14,216.
- The Friends were currently getting all of the information ready for the International Festival.
- The next meeting was scheduled for April 3, 2019.

**LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION BOARD OF DIRECTORS:** Liaison Anne Quinn reported that they held an Events Planning Committee meeting on March 11<sup>th</sup>. At that meeting the group discussed the combination event that was held on February 22<sup>nd</sup> to recognize the Window Sponsors and celebrate George Peabody's birthday. Trustee Quinn reported that unfortunately the event didn't work for all of the parties for various reasons. Trustee Quinn reported the harpist wasn't happy performing downstairs and the window sponsors were confused as to what the event was about. Trustee Quinn stated they wouldn't hold that type of event again in the future without necessary changes.

Trustee Quinn reported they were planning another flower arranging event around Mother's Day like last year as the previous year's event was well received. President Stephanie Najjar

stated she would confirm the date the proposed date of May 16<sup>th</sup>. The event would be held at the West Branch Library.

Trustee Quinn reported they were planning an up-scale cocktail party around the Audubon Prints. Trustee Quinn reported Trustee and Foundation Director Kate O'Brien was spearheading the planning of the event. Trustee Jean Ahearn suggested it would be nice to hold the event in the spring rather than the fall therefore it would not be held at the same time of year as the International Festival and Starry, Starry night. President Najjar reported they were looking at some possible dates in June but the planning was very preliminary.

The next Foundation Board of Directors' Meeting was scheduled for Wednesday, April 10<sup>th</sup> at 6pm.

A **MOTION** was made by Anne Quinn to accept the Committee reports as presented. The motion was seconded Dianne Caputo. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

### **Unfinished Business**

Trustee Jean Ahearn handed out a revised draft handbook for the Trustees to review prior to the next meeting. Trustee Ahearn stated she made a few changes to the handbook as a result of feedback she received after the last meeting. President Najjar stated they would discuss the handbook at the next meeting once the Trustees had a chance to review the revised version.

### **New Business**

President Najjar stated there was no new business to discuss.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Jean Ahearn. The motion was seconded by Frances Bisazza-Gallugi. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

The meeting was adjourned at 7:40pm.

Submitted by,



Allison M. Lytle  
Recording Secretary